

**Department:** Department Of Commerce  
**Agency:** Bureau of the Census  
**Job Announcement Number:** BORCC-A-08-139

[Overview](#)

## Recruiter

**Salary Range:** 48753 to 91913 USD Per Year

**Series & Grade:** GG-0301-9/12

**Open Period:** 11/1/2008 to 12/31/2008

**Position Information:** Full-Time

EXCEPTED SERVICE APPOINTMENT: This is a one year Schedule A time-limited appointment with a possible one year extension. This is a Mixed Tour work schedule that may be changed from full-time, part-time or intermittent to accommodate fluctuating workloads.

**Duty Location:** few vacancies - Boston Metro area, MA

### Who May Be Considered:

Applications will be accepted from current agency employees only.

Census Bureau employees with less than 1 year of service, such as LCO employees, should apply to the external bulletin.

You must submit a separate completed application for each grade level applied.

### Job Summary:

This bulletin will remain open for a minimum of 10 days, or until sufficient applicants are received.

Come join the Census Team, where every one counts! We offer competitive salaries, flexible hours and work arrangements, developmental opportunities, recognition for a job well done, a variety of benefits and health insurance plans, and a host of other employment incentives. If working in an environment that values your individuality and diversity and allows you to innovate, engage in problem solving, and achieve your professional goals appeals to you, then the Census Bureau is the place for you.

### Key Requirements:

- If your resume is incomplete, you may not be considered for this vacancy
- A valid drivers' license and vehicle
- Background and/or Security Investigation required

[Duties](#)

### Major Duties:

The incumbent assists the regional Recruiting Coordinator in directing the recruitment process to ensure that sufficient numbers of Enumerators, Crew Leaders, and other field and office personnel are identified, tested, and hired for temporary census jobs. Incumbent coordinates initial contacts with state and local public employment agencies, media outlets, community and business leaders,

and other appropriate sources to recruit key Regional Census Center (RCC) and management level Local Census Office (LCO) positions, and ensures that a reserve of potential candidates is available to compensate for employee turnover. Incumbent analyzes the status of recruiting activities by monitoring the applicant file and progress reports to ensure that the recruiting goals are met or exceeded. In accordance with established national and regional recruiting plans, develops a strategic plan for RCC and LCO recruitment, and uses available data and other reference sources to target areas for increased recruiting activities.

#### Qualifications and Evaluation

#### **Qualifications:**

Applicants are responsible for insuring that the application submitted clearly indicates that they meet the qualifications listed below. To be eligible for this position, you must have the specialized experience indicated below:

GG-0301-09: EXPERIENCE: Must meet paragraph A and B below.

A. Experience implementing a recruitment plan designed to meet unique staffing requirements such as part-time employment, shift work, or second income position in a competitive labor market through professional employment agencies, state unemployment offices, vocational or technical schools.

B. Experience participating in meetings with specialized groups, and gathering information on recruitment programs or activities by conducting interviews of individuals.

EDUCATION: Graduate education or graduate course work in production and/or operations management; organizational behavior; managing human resources; personnel management; personnel interviewing; project management; operations research; approaches to managerial decisions; creative writing; advertising; public relations techniques OR Master's thesis dealing with recruitment or staffing, workforce diversity or labor market analyses/statistics. You MUST submit a copy of your college transcripts showing course number, title, grade, type (semester/quarter), and number or credit hours. Applicants selected for position will be required to supply original transcripts.

GG-0301-11: EXPERIENCE: Must meet paragraph A plus either paragraph B or C below.

A. Experience planning and implementing a recruiting campaign designed to meet unique staffing requirements such as part-time employment, shift work, or second income positions in a competitive labor market.

B. Experience preparing recruitment materials aimed at enhancing the understanding of groups or individuals and conducting workshops, seminars, and meetings with organizations, schools, state and local government agencies to stimulate interest.

C. Experience participating in meetings with the general public or specialized groups to gain an understanding of programs, services, activities or obtain feedback regarding recruitment programs or activities and employment opportunities.

EDUCATION: Graduate education or graduate course work in production and/or operations management; organizational behavior; managing human resources; personnel management; personnel interviewing; project management; operations research; approaches to managerial decisions; creative Writing; advertising; public relations techniques OR Dissertation on recruitment

or staffing, workforce diversity or labor market analyses/statistics. You MUST submit a copy of your college transcripts showing course number, title, grade, type (semester/quarter), and number or credit hours. Applicants selected for position will be required to supply original transcripts.

GG-0301-12: EXPERIENCE: Must meet paragraph A and B plus either paragraph C or D.

A. Experience planning and implementing a recruiting campaign to fill a combination of professional, technical, administrative, and clerical positions designed to meet unique staffing requirements such as part-time employment, shift work or second income positions in a competitive labor market or hard to fill positions such as industrial, low income or minority groups.

B. Experience developing and preparing recruitment materials to reach potential applicants through the news and print media such as radio, television, newspaper, facts sheets, articles, or speeches and informing community of employment opportunities.

C. Experience analyzing, evaluating, and developing recruitment program guidelines that define the scope and parameters for implementing recruitment activities which includes materials, deadlines and reporting requirements for use by others in recruiting.

D. Experience conducting workshops, seminars, or meetings with non-profit organizations, schools, state and government agencies and cooperating industries or businesses to provide information regarding recruitment programs and/or activities and employment opportunities.

EDUCATION: No substitution of education for experience is permitted. You may qualify for all positions, except GG-12, based on your education, experience, or a combination of both.

To qualify based on education, submit copy of transcript or list of courses with credit hours, major(s), and grade-point average or class ranking. Application materials will not be returned. Submit proof of your education with a transcript or list of courses with credit hours, major(s), and grade point average or class ranking. We will be unable to return these to you. You can receive credit for education received outside the United States if you provide evidence that it is comparable to an accredited educational institution in the United States when you apply.

You must be a U.S. citizen to qualify for this position.

### **How Will You Be Evaluated:**

EVALUATION CRITERIA: Candidates will be evaluated on the extent and quality of their experience, education, and accomplishments as related to the following elements. To be considered, applicants must submit a separate, individual statement addressing each of the following.

1. Experience in planning and directing recruiting activities for a large scale field survey or data collection program.
2. Experience analyzing recruiting, progress, and cost reports for a field and/or office operation.
3. Experience in working with community and business organizations, such as, state and local agencies, media, or professional employment organizations, universities, etc.

**Benefits:**

You will earn annual vacation leave. More info: <http://www.usajobs.gov/jobextrainfo.asp#VACA>  
You will earn sick leave. More info: <http://www.usajobs.gov/jobextrainfo.asp#SKLV> You will be paid for federal holidays that fall within your regularly scheduled tour of duty. More info: <http://www.usajobs.gov/jobextrainfo.asp#HOLI>

**Other Information:**

This job is being filled by an alternative hiring process and is not in the competitive civil service.

Payment of Relocation Expenses IS NOT authorized.

You will need to successfully complete a background security investigation before you can be appointed into this position.

You will be required to make occasional travel.

For further information on this vacancy you may contact Kim Wong at 617-488-9005

How to Apply

**How to Apply:**

You must submit your application so that it will be received by the closing date of the announcement. We encourage you to use the USAJOBS resume builder to speed the application process. If you are not applying on line, be sure your application includes the following: A resume or an Optional Application for Federal Employment (OF 612) or any other format. [Although we do not require a specific format, certain information is required to determine if you are qualified.](#) Submit a narrative statement responding to the knowledge, skills and abilities (KSAs) identified in the announcement. This information will be used to determine your eligibility and/or rating and is required.

**Contact Information:**

David Souza  
Phone: 617-223-3650  
Fax: 617-223-3675  
Internet: david.souza@census.gov

Or Write:  
Department Of Commerce  
One Beacon Street  
7th Floor  
Boston MA 02108  
US

**What to Expect Next:**

Once your complete application is received we will conduct an evaluation of your qualifications and determine your ranking. The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 60 days of the closing date of this announcement. You will be notified of the outcome.

#### EEO Policy Statement

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

#### Reasonable Accommodation

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

#### Veterans Information

Veterans who served on active duty in the U.S. Armed Forces and were separated under honorable conditions may be eligible for veterans' preference. For service beginning after October 15, 1976, the veteran must have served the required length of time and have a Campaign Badge, Expeditionary Medal, a service-connected disability, or have served in the Gulf War between August 2, 1990, and January 2, 1992.

The Veterans Employment Opportunity Act (VEOA) gives veterans access to job vacancies that might otherwise be closed to them. The law allows eligible veterans to compete for vacancies advertised under agency's promotion procedures when the agency is seeking applications from outside of its own workforce.

To claim veterans' preference, veterans should be ready to provide a copy of their DD-214, Certificate of Release or Discharge from Active Duty, or other proof. Veterans with service connected disability and others claiming 10 point preference will need to submit Form SF-15, Application for 10-point Veterans' Preference.

For more specifics on all veterans employment issues such as Veterans preference or special appointing authorities see the VetGuide.

#### Legal and Regulatory Guidance

**Social Security Number** - Your Social Security Number is requested under the authority of Executive Order 9397 to uniquely identify your records from those of other applicants who may have the same name. As allowed by law or Presidential directive, your Social Security Number is used to seek information about you from employers, schools, banks, and others who may know you. Failure to provide your Social Security Number on your application materials, will result in your application not being processed.

**Privacy Act** - Privacy Act Notice (PL 93-579): The information requested here is used to determine qualifications for employment and is authorized under Title 5 U.S.C. 3302 and 3361.

**Signature** - Before you are hired, you will be required to sign and certify the accuracy of the information in your application.

**False Statements** - If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be subject to fine, imprisonment, or other disciplinary action.

Selective Service - If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.